



POSITION VACANCY

TERM LAW CLERK

Job Announcement 2018-01

SALARY RANGE: \$61,218 TO \$87,252 (JSP 11-13) depending upon experience

CLOSING DATE: **Open until filled - Applications received prior to March 23, 2018 will be given priority.**

LOCATION: Mammoth Hot Springs, Yellowstone National Park, Wyoming

The United States District Court, District of Wyoming, is seeking a Term Law Clerk to U.S. Magistrate Judge Mark L. Carman in Mammoth Hot Springs, Yellowstone National Park, Wyoming. This clerkship can be renewable for up to four years. The incumbent must be a team player who is dependable, detail oriented and able to work in a multitask environment. This position carries with it a great deal of responsibility and requires a mature, self-motivated person with a professional attitude and the ability to work collaboratively.

The judicial law clerk serves as legal advisor to the Honorable Mark L. Carman, United States Magistrate Judge, including the management of civil and criminal cases, the researching of issues of law, and the drafting of orders. There is daily interaction with the Judge and other chamber's staff and Clerk's Office employees concerning legal and court-related issues. Judicial law clerks communicate with counsel regarding case management and procedural requirements, attend trials and other court proceedings to assist the Judge, and perform other administrative duties as assigned.

Summary of Representative Duties and Responsibilities:

- Research substantive issues of federal and state law
- Draft legal memoranda, opinions and orders
- Prepare the Judge for hearings, trials or mediations
- Assist the Judge with case management
- Generally provide legal counsel and support to the Judge
- Exhibit the highest standards of excellence and integrity

Reviews legal submissions, performs legal research, and drafts legal documents addressing a wide assortment of issues arising in civil and criminal litigation. Performs case management through the Case Management/Electronic Case Filing (CM/ECF) system. Performs administrative office functions such as editing, proofreading, telephone communications, electronic filing, written correspondence, and scheduling.

Qualifications:

To qualify for the position of term law clerk, an individual must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing, and have demonstrated one of the following accomplishments or proficiencies:

- (a) Standing within the upper-third of the law school class from a law school of the approved list of either the American Bar Association or the Association of American Law Schools;
- (b) Experience on the editorial board of a law review of such a school;
- (c) Graduation from such a school with an LLM degree; or
- (d) Proficiency in legal studies that, in the opinion of the appointing judge, is the equivalency of one of the above. Some examples of criteria that are considered to be acceptable as equivalent include:
 - 1. Publication of a noteworthy article in a law school student publication or other scholarly publication;
 - 2. Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;
 - 3. Winning of a moot court competition or membership on a moot court team that represent the law school in competition with other law schools;
 - 4. Participation in the legal aid or other law school clinical program sanctioned by the law school;* or
 - 5. Summer experience as a law clerk to a state or local judge or law clerk experience on a continuing basis in a private firm while attending school, i.e., working one's way through college.*(* To receive credit, participation and experience could not have been for academic credit.) This list is not all-inclusive; the determination of an acceptable equivalence rests with the appointing judge.

The number of years of legal work experience possessed, as well as bar membership, impacts salary. The position requires someone who is punctual, detail oriented, and willing to accept responsibility, work independently, and establish and meet deadlines. Good judgment with a good sense of what it means to perform legal analysis. Possess excellent research, writing, and communication skills; and be of good character and maturity. Possess excellent time management skills, and a willingness to work long hours as may be required by the demands of the court's docket.

Other Information:

- The Court is not authorized to reimburse candidates for travel or moving expenses.
- This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which actions may occur without prior written or other notice.
- All employees are required to adhere to a code of conduct.
- Employees of the U.S. Courts serve under "excepted appointments" and are considered "at will" employees.

- The final candidate will be subject to a background check and fingerprinting.
- Benefits: Term law clerks are entitled to benefits including periodic salary increases, 10 paid holidays each calendar year, insurance plans (Health, Dental, Vision, Life, Long-Term Care and Long-Term Disability), and Flexible Spending Accounts (Health-care and Dependent-Care reimbursement accounts).
- Applicants must be United States citizens or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986.

How to apply:

To be assured consideration, please register and apply using the Online System for Clerkship Application and Review (OSCAR), using the following link: www.oscar.uscourts.gov, by March 23, 2018. Submit each of the following to be considered for an interview: a cover letter, resume, one or two writing samples, law school transcript, two letters of recommendation, and a completed application for judicial branch employment - Form AO78 (available at <http://www.wyd.uscourts.gov>).

Note: Only candidates selected for an interview will be contacted. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Mammoth Hot Springs is located at the North Entrance of Yellowstone National Park. (See Map below). Near the gateway community of Gardiner, MT, the North Entrance is the only park entrance open to wheeled vehicles all year. The closest airline service is Bozeman, MT, approximately 90 miles from the North Entrance. Bozeman-Yellowstone International Airport is the only airport serving as a year-round gateway for two (West and North) Yellowstone National Park entrances. The airlines serving the Bozeman airport are: Alaska Airlines, Allegiant, Delta Air Lines, Frontier Air Lines, United and U S Airways. Rental car companies serving the Bozeman airport are: Alamo, Avis, Budget, Enterprise, Dollar, Hertz, Thrifty and National Car Rental.

Commercial airlines serve the following airports near Yellowstone National Park all year: Cody and Jackson, WY; Bozeman and Billings, MT, and Idaho Falls, ID. The West Yellowstone, MT airport is serviced from June to early September from Salt Lake City, UT.

Hearings will be conducted in the Yellowstone Justice Center and in Jackson, Wyoming. The Justice Center, which opened in 2008, is home to the U.S. Attorney's Office, U.S. Marshal's Service, National Park Service law enforcement and Magistrate Judge's chambers including a state of the art courtroom. The courtroom features video conferencing and teleconferencing capabilities. This enables the court to utilize the services of the Telephone Interpreting Program as needed.

Housing in this area is challenging.

As you can see from the map below and the information provided, Yellowstone is a very remote area. Gardiner, MT (pop 867) is 5 miles from Mammoth Hot Springs and has a local grocery store and a few convenience stores. Livingston, MT (pop 7500) is located 53 miles on Hwy 89 from Gardiner. Bozeman, MT (pop 39,442) is located 90 miles from Mammoth and Billings, MT (pop 103,994) is located 172 miles from Mammoth.

